

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 3	Number 7	Effective Date 01/12/11	Review Date 2014
Subject AUTOMATED EXTERNAL DEFIBRILLATORS (AED) PROCEDURES			☐ New Order ☒ Replaces <i>G.O. 3-7 (06/02/06)</i> <i>E.O. #08-08 (05/16/08)</i>
References CALEA 17.5.3 <i>VLEPSC PER.10.02a, PER.10.02b, PER.10.02c</i> Code of Virginia 8.01-225 and 32.1-111.1 <i>American Safety and Health Institute (http://www.ashinstitute.org)</i>			
 _____ Chief of Police or Designee		01/12/11 _____ Date	

I. PURPOSE

The purpose of this order is to establish the proper response to sudden cardiac death/arrest using the Automated External Defibrillators (AED); to define Department policy regarding the use, storage, and maintenance of the AED Machines; and to establish the procedure for deployment of the AED machines by personnel of the Richmond Police Department.

II. POLICY

It is the policy of the Richmond Police Department to properly train and certify all first responders in the administration of first aid to any person in need. As first responders, the first responsibility of a police officer at the scene of a crime, accident involving injuries or medical emergency, is scene safety, then to render assistance, medical or otherwise. This responsibility must be performed immediately, even if it means that a suspect will escape or valuable clues will be destroyed. The preservation of human life is the most important consideration. However, if there are other persons on the scene who are able to render medical assistance, the police officer should arrange for them to take care of the injured parties. When sudden cardiac death/arrest occurs, early defibrillation is often critical to the victim's survival.

Although police officers are usually considered as the first responders to persons in need, this policy also includes First Aid, CPR, AED training and certification by the American *Safety and Health Institute (ASHI)* for civilian employees who may also be involved in situations where they are able to recognize, assess and support the most common emergencies until help arrives.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this General Order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

- A. AUTOMATED EXTERNAL DEFIBRILLATOR – a medical device which combines a heart monitor and defibrillator and (i) has been approved by the United States Food and Drug Administration, (ii) is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, (iii) is capable of determining, without intervention by an operator, whether defibrillation should be performed, and (iv) automatically charges and requests delivery of an electrical impulse to an individual's heart, upon determining that defibrillation should be performed. (*VA Code §32.1-111.1*)
- B. SUDDEN CARDIAC DEATH/ARREST – Sudden cardiac death (also called sudden arrest) is death resulting from an abrupt loss of heart function (cardiac arrest). The victim may or may not have diagnosed heart disease. The time and mode of death are unexpected. It occurs within minutes after symptoms appear. The most common underlying reason for patients to die suddenly from cardiac arrest is coronary heart disease (fatty buildups in the arteries that supply blood to the heart muscle).

V. PROCEDURE

A. General Information:

1. The Richmond Police Department will use the “HEARTSTART” On-Site Defibrillator machines.
2. The AED machines will be placed in the following locations:

Building	AED Location
Police Headquarters	5 th Floor near freight elevator
1 st Precinct	Breakroom
2 nd Precinct	Main hallway
3 rd Precinct	Main hallway
4 th Precinct	Main hallway

Building	AED Location
Police Training Academy	2 nd Floor outside weight room entrance
DEC	Communications Center entrance area

3. Any time that an AED machine is attached to an individual, regardless of whether or not shock is delivered, it is considered to be an AED use.

B. Training and Certification:

1. Training on the use of the AED and CPR will, periodically, be offered to both sworn and civilian employees and will be included in the Recruit and In-Service Training. However, personnel who have not received the training are permitted to use the AED and will not be liable for use of the AED in good faith, pursuant to VA Code §8.01-225.
2. Training for use of the AED machine:
 - a. The training requirements for the use of an AED shall consist of a four (4) hour course that includes the following two subjects: CPR and practical use of the AED machine.
 - b. Upon completion of the class and successfully passing written tests and practical skill tests, the employee shall become certified by the **ASHI** in the subjects of CPR and the AED machine.
3. All training given will be coordinated through and documented by the Department's Training Academy.

C. Responding to a Sudden Cardiac Death/Arrest:

1. If an employee witnesses an individual collapsing or an individual having no visible signs of life, the employee should:
 - a. Immediately call 911 for Emergency Medical Service (EMS) Personnel.
 - b. Check for Breathing – Breathing can be checked by observing any movement in the upper part of the individual's abdomen just below the lowest ribs. The employee should listen to and feel for any air coming out of the mouth or nose of the individual. If the individual has stopped breathing, the employee should attempt to open the airway by gently tilting his/her head back. This maneuver may be all that is required to cause the individual to resume breathing.

- c. If the individual is not breathing, this does not mean that he/she has died. The employee will assess the individual for an open airway, breathing and pulse. **If the individual is unresponsive and has a pulse, the AED machine shall NOT be attached to the person.** This is to prevent the accidental defibrillation of an individual who does not have the symptoms indicated above. **In addition, an AED will not be used on a person less than 8 years of age or weighing less than 55 pounds.**
- d. Check for a Pulse – The heart of a dying person may continue to beat for a short time after breathing has stopped. If the victim's heart is still beating, there will be a pulse. If the individual has no pulse and is not breathing and after arranging for medical assistance, the employee should place the AED machine on the person as soon as possible. If an AED is not available, an employee properly trained and certified in CPR/First Aid should perform CPR until **EMS** arrives.

NOTE: PRIOR TO DEFIBRILLATION, THE EMPLOYEE MUST ENSURE THAT ALL OTHER PERSONS ARE “CLEAR” OF THE VICTIM TO PREVENT INJURY. THE SAFE USE OF AN AED IS THE RESPONSIBILITY OF THE EMPLOYEE WHO IS IN CONTROL OF THE AED.

- 2. Upon arrival of EMS personnel, the employee shall immediately begin a dialogue briefing them on the victim's condition, if AED intervention has occurred thus far and provide any other information that may be requested.
- 3. First Aid should always be administered in the proper sequence of importance:
 - a. Airway: Ensure that the victim has an open airway – head tilt maneuver.
 - b. Breathing: If no breath is present, you may start mouth-to-mouth breathing.
 - c. Circulation: Check for a pulse. If no pulse is present, the employee(s) should deploy the AED. If not properly trained or if an AED is unavailable, the employee certified in CPR should immediately start CPR procedures until such time that an AED and a properly trained employee are available or EMS personnel arrive.
 - d. Bleeding: Check for excessive bleeding and control that bleeding by direct pressure on the wound. (Never remove a knife or other object stuck into a victim.)

- e. Treat for Shock: Keep the victim's legs and feet elevated and keep the victim warm.
 - f. Keep the victim calm and assured that medical help is on the way.
4. After performing First Aid, the employee shall perform the following next steps:
- a. If the victim is unable to speak, the employee shall make a quick check of his/her clothing or pockets for identification papers.
 - b. If the victim can speak, he/she may reveal his/her identity and describe or identify the suspect. As the victim talks, the officer shall take notes to ensure documentation.

D. Operation of an AED Machine:

- 1. The AED machine will only be utilized when the following indications are observed:
 - a. An individual is unresponsive;
 - b. The individual is not breathing;
 - c. There are no signs of circulation;
 - d. The individual's weight is greater than 55 pounds; and,
 - e. The individual is 8 years of age or older.
- 2. The AED machine will NOT be utilized in the following special situations:
 - a. If the individual is a trauma victim;
 - b. If there is a direct pathway for the flow of electricity with any type of direct contact between the patient and the employee or any other person, such as an individual lying on a steel table or a handcuffed suspect with another person, etc.; or,
 - c. In rain or standing water.

NOTE: Extreme caution should be used when using the AED with drowning victims.

- E. Police officers or civilian personnel shall follow the instructions listed within the recorded operating message of the AED machine when it is used.
- F. If the AED detects motion during analysis, observe the following:

1. If motion is detected, the motion detected and stop motion messages will be displayed and the motion detected, stop motion voice will prompt.
2. Ensure that there is no contact with the patient during analysis.
3. If motion is ceased within 20 seconds, analysis will continue automatically.

G. Post Usage:

1. IMMEDIATELY after an AED has been utilized and after the patient has been taken care of, the officer must contact DEC at 646-5110 and have DEC notify the OIC or ***Occupational Safety and Health Specialist (Safety Officer)***.
2. The officer must complete an Early Defibrillation Incident Report (PD-88) describing the event and his/her actions. That report will be forwarded through the officer's chain of command and the approved copies distributed as listed on the PD-88 form. The ***Safety Officer*** will fax a copy of the PD-88 to the Medical Director providing physician oversight.
3. At any time there is a problem with an AED machine, a supervisor designated by the Officer-In-Charge (OIC) of each Precinct/Unit/Division having an AED machine will contact the ***Safety Officer*** which will remove the machine from service.

NOTE: If an AED is utilized by Police personnel, notification of the ***Watch Commander*** shall take place.

H. Maintenance:

1. A quarterly maintenance inspection shall be conducted on each AED machine in service. The ***Automated External Defibrillation (AED) Inspection Report (PD-88a)*** will be used to document the inspection. ***The Safety Officer will conduct the inspection of all AED machines.*** The maintenance inspection will include:
 - a. Condition;
 - b. Battery check; and,
 - c. Function check (Machine will be turned on to verify verbal instructions and visual status).
2. Documentation of this inspection will be filed ***with*** and maintained by the ***Safety Officer***. ***The Safety Officer will forward one*** copy to the ***Virginia Accreditation and Policy Unit*** (Planning Division) ***and one copy to the Commission on Accreditation for Law Enforcement Agencies (CALEA) Unit.***

VI. **FORMS**

- A. *PD-88, Early Defibrillation Incident Report*
- B. *PD-88a, Automated External Defibrillation (AED) Inspection Report*